

ENROLLMENT APPLICATION

TVS/COURT PRIMARY ADMINISTRATOR

TRAFFIC VIOLATOR COURSE COMPLETION DATABASE

INSTRUCTIONS:

- Print clearly in blue or black ink or type.
- Keep a copy of this document for Traffic Violator School records. This form must be updated on an annual basis.
- This form must be completed in its entirety and submitted with the Traffic Violator Course Completion (TVCC) Database TVS/Court Primary Administrator Access Request, OL 771A or it will be returned to you.
- For first time access, mail to: Department of Motor Vehicles, P.O. Box 932345, MS J152, Sacramento, CA 94232-3450.

SECTION A — TVS OR COURT PRIMARY ADMINISTRATOR CONTACT INFORMATION *Type or Print.*

ADMINISTRATOR'S TRUE FULL NAME (LAST, FIRST, MIDDLE)		TVS LICENSE OR COURT ID NUMBER	
TVS OR COURT MAILING ADDRESS	CITY	STATE	ZIP CODE
ADMINISTRATOR'S EMAIL ADDRESS		BUSINESS AREA CODE/TELEPHONE NO. ()	

SECTION B — PRIMARY ADMINISTRATOR RESPONSIBILITIES

As the primary administrator I understand and agree to the following responsibilities:

**ADMINISTRATOR'S
INITIALS**

Account Creation and Access Controls:

1. I will create additional unique administrator accounts for the Traffic Violator Course Completion Database for the sole purpose of performing administrative functions to support user access. _____
2. I will create unique user accounts for the Traffic Violator Course Completion Database for the sole purpose of entering or receiving course completion information. _____
3. I will provide each user or administrator with a unique access ID and password by telephone, e-mail or in person. _____
4. I will restrict access to the Traffic Violator Course Completion Database to only those administrators or users who have an official role in updating course completion data, or receiving course completion data to update court records. _____
5. I will access the Traffic Violator Course Completion Database only when necessary to enter, query, correct (if allowed), receive or reject completion information. _____
6. I will disable a user or administrator account, if the user or administrator has not complied with completing an annual Information Security Disclosure Statement, EXEC 200X, each calendar year. _____
7. I will disable any user or administrator accounts when his/her official duties no longer require access to the Traffic Violator Course Completion Database, or when the user or administrator is separating from a position with the Traffic Violator School or Traffic Court. _____
8. I will immediately disable any user or administrator account when his/her official duties are temporarily suspended for a period of 10 business days or more. _____
9. I will immediately notify the DMV Administrator in writing when I will no longer perform the duties of the primary administrator, or my official duties no longer require access to the Traffic Violator Course Completion Database. _____

Password Maintenance:

10. I will change my default password to a new password, conforming to the system standards when logging onto the system for the first time. _____
11. I will instruct users and administrators to change their initial password to his/her own password when logging on for the first time. _____
12. I will change my password when notified that the password will expire. (Password will expire every 30 days.) _____
13. I will contact the DMV Administrator if I forget my password, allow it to expire, attempt to unsuccessfully logon three consecutive times, or the password was disabled due to inactivity for 90 days. _____
14. I will keep my password and user name confidential by taking precautionary measures to maintain the secrecy. Reasonable precautions include, but are not limited to the following:
 - Never share or allow others to view my password or user name. _____
 - Never display my password or user name in plain text. _____
 - Secure, lock, or shred OL 771A after default ID/password has been activated. _____

Security Procedures:ADMINISTRATOR'S
INITIALS

15. I will secure my personal or provided computer with a password or locking device when it is unattended, or at any time while logged onto the Traffic Violator Course Completion Database. _____
16. I will report any suspicious circumstances or potential unauthorized access to the Traffic Violator Course Completion Database or access to information used to update the Traffic Violator Course Completion Database to the DMV Administrator at (916) 657-6550. _____
17. I will complete an Information Security and Disclosure Statement Form, EXEC 201X, each calendar year, and retain it for at least one additional calendar year; and will make the agreement available upon request by the Department or the Department's agent. _____
18. I will provide an Information Security and Disclosure Statement Public/Private Partnerships Employee, EXEC 200X, to each user or administrator, and obtain the signature on the EXEC 200X before creating the user account. _____
19. I will terminate the account of any user or administrator who fails to sign the EXEC 200X, or who fails to submit the signed EXEC 200X to the business office to retain as a required record. _____
20. I will retain a copy of EXEC 200X for each user or administrator account, for at least two calendar years; and make copies available to the Department or the Department's agent. _____
21. I will periodically monitor each user or administrator to ensure precautionary measures are being utilized for keeping his/her password and user name private. _____
22. I will provide help to users and administrators when questions arise about the Traffic Violator Course Completion Database. _____
23. I will contact the Department of Motor Vehicles Help Desk, Monday – Friday, 8 a.m. – 5:00 p.m., when additional assistance is needed in responding to questions from users or administrators. _____
24. I will restrict contact with the Department of Motor Vehicles Help Desk to administrators. _____

By signing this form, I acknowledge that I have read, understand, and agree to its contents and realize the penalties for non-compliance with its terms. I acknowledge and agree to utilize the Traffic Violator Course Completion Database in accordance with the terms outlined in the Enrollment Application.

I understand that failure to comply with these procedures may result in disciplinary action in accordance with applicable laws and regulations; or civil and criminal prosecution in accordance with applicable statutes. I further understand that I can undergo disciplinary action from the Traffic Violator School or Traffic Court, reference in Section 1 of this enrollment application, up to and including termination of employment.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

ADMINISTRATOR'S PRINTED NAME	EXECUTED AT
ADMINISTRATOR'S SIGNATURE X	DATE

SECTION C — TVS OWNER AND OPERATOR CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

TVS OWNER'S PRINTED NAME	TVS OWNER'S SIGNATURE X	DATE
TVS OPERATOR'S PRINTED NAME (IF DIFFERENT FROM OWNER)	TVS OPERATOR'S SIGNATURE X	DATE

SECTION D — COURT EXECUTIVE OFFICER CERTIFICATION *Cannot be the same person as the Primary Administrator.*

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

COURT EXECUTIVE OFFICER'S PRINTED NAME	COURT EXECUTIVE OFFICER'S SIGNATURE X	DATE
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